Western and Central Pacific Fisheries Commission

# Vacancy
# FINANCE & ADMINISTRATION MANAGER

Applications are invited for the professional level post of Finance & Administration Manager at the Secretariat for the Western and Central Pacific Fisheries Commission, based in Kolonia, Pohnpei, Federated States of Micronesia.

The base salary for the post is **US$98,280 to US$132,917 per annum**. The total salary package is comprised of base salary, Cost of Living Differential Allowance, Housing, Superannuation, and Location Allowance.

The Finance and Administration Manager (FAM) will lead the Commission's budgeting process from planning through implementation, ensuring sound financial management and administrative support. The FAM will prepare and monitor the annual budget, oversee payroll, financial reporting, and compliance with international accounting standards. The FAM will also advise the Executive Director on budget performance, Member contributions, and resource allocation while ensuring secure management of funds and coordinate external audits and maintain accurate records of the Commission's financial assets, liabilities, income, and expenditure.

The position also leads the Commission's human resources strategy to ensure the recruitment, development, and retention of a high-performing workforce. The FAM will provide advice on staffing matters, including appointments, contract renewals, and employment conditions in line with Staff Regulations, manage the performance, training, and development of corporate services staff while fostering a collaborative and accountable work environment and oversee recruitment processes and ensuring workplace health and safety requirements are addressed.

The role oversees the effective operation of the Secretariat's administrative, finance, and reception functions while supporting organizational planning and performance management. The FAM will develop and implement corporate policies, knowledge management systems, risk management strategies, and internal processes to improve efficiency and effectiveness, support implementation of the Headquarters Agreement, including taxation matters, and strengthen the Commission's corporate profile and stakeholder engagement and ensure appropriate security, insurance, and operational support for Secretariat staff, assets, premises, and Commission meetings.

This position will also be able to build and maintain strong relationships with Commission Members, external stakeholders, and service providers to support the Commission's objectives, represent the Commission at regional and international meetings and promote effective partnerships and collaboration and contribute to the overall management of the Secretariat and provide strategic support to the Executive Director.

Applicants are required to have a proven record of achievement that demonstrates their ability to successfully undertake the responsibilities of the post. The Finance and Administration Manager post requires a business or corporate management tertiary qualification, five years professional experience at a senior level in an inter-governmental agency with large operational budgets, and leadership qualities with proven ability to guide and motivate a large multicultural, multi-disciplinary team of Finance and Administration staff.

The TOR for the position can be found at https://www.wcpfc.int/vacancies- opportunities.

Applications should include a cover letter, resume, and three references. Applications and any questions can be addressed to Deatra Iehsi-Solomon, Human Resources Officer, with submission of applications by email to deatra.iehsi-solomon@wcpfc.int by **24 August 2026.**

For related information and queries, visit our website at www.wcpfc.int.

Western and Central Pacific Fisheries Commission

## DUTY STATEMENT
## Finance and Administration Manager (FAM)

**Professional Grade:** **2 (*Senior Manager*), US$98,280 to US$132,917 per annum**

**Reports to:** Executive Director

**Organizational relationships:** The FAM reports to the Executive Director regarding the financial and administrative affairs of the Commission. The FAM is a member of the Senior Management Team together with other Senior Managers and is expected to perform leadership roles, including deputizing for the Executive Director as required. The FAM is required to deal with senior government officials of WCPFC members, participating territories, and cooperating non-members (CCMs.)

**Direct reports:** The FAM will oversee a team of up to 18 staff, including general contractors (i.e. security guards, cleaners, general facilities maintenance personnel).

**Key responsibilities:** The FAM leads the preparation and monitoring of the budget and financial transactions of the Commission; provides internal administrative oversight; manages technical service contracts, together with other senior managers; manages Secretariat administrative duties, including facilities and personnel. Specific responsibilities are grouped in the following functional categories:

1. **Finance**

- Coordinate all aspects of the organisation's budgeting process, from strategic development stage to implementation and ensure the provision of overall financial accounting and administrative support to the Commission and its staff;
    - Prepare a Commission draft budget for anticipated income and expenditure in the following year;
    - Support the Commission's financial decisions concerning the annual budget;
    - Monitor expenditure and projected expenditure against the budget following internationally acceptable accounting standards;
    - Advise the Executive Director on budgetary progress/procedures and recommend any remedial action which may be necessary;
    - Work with other accountable Secretariat staff to identify and address resource shortages/surpluses to optimise operational efficiency;
    - Advise the Executive Director on calculation and collection of Members' contributions to the annual WCPFC budget;

- Ensure optimal returns for surplus cash and ensure fund security as well as operational efficiency;
- Manage the Secretariat payroll system;
- Manage, control and record income, assets, expenditure and liabilities, including preparation of financial statements in accordance with financial regulations/international accounting standards; and
- Coordinate the Commission's response to external audit of Commission funds and assets.

**2. Personnel**

- Establish and implement a Human Resources Management and Development Strategy, update the system and processes to support a strategic programme-based organisation and support the Executive Director in efforts to ensure the Commission has the capability it needs to meet its strategic goals;
- Provide advice on staff appointments, renewal of contracts, and terminations for the Commission's staff in accordance with Staff Regulations;
- Review and update the employment terms and conditions needed to provide a working environment that enables the attraction and retention of employees that maintains parity with the guidelines provided by the Commission;
- Lead and manage the performance of corporate services staff creating a team environment where people are clear about what is expected of them, how their work supports the wider organisational goals and have the performance feedback they need to continuously improve their performance;
- Manage the recruitment and selection of corporate services and general Secretariat staff and make appointment recommendations to the Executive Director;
- Ensure the induction, ongoing training and development of corporate services staff to build capacity of the Commission to meet its organizational goals; and
- Address health and safety issues as they arise.

**3. Administration**

- Ensure the adequate resourcing and efficient operation of the Secretariat's reception facilities, administration, and finance;
- Provide strategic advice and support for integrated approach to organisational planning, programme design, work programme and budget implementation, performance monitoring and evaluation, and building partnerships;
- Establish a corporate profile and marketing strategy to raise awareness and manage the image of the Commission among all stakeholders;
- Lead the establishment of a knowledge management strategy, update the systems and processes to meet the needs of the Secretariat for the management of information for planning, policy, member profiling, relationship management, and decision making purposes;

- Develop and implement an integrated corporate risk management programme for the Commission;
- Support the Executive Director in effective implementation of the Headquarters Agreement, particularly in relation to taxation issues;
- Lead the development of corporate policy and procedures to continuously improve internal services for efficiency and effectiveness gains; and
- Ensure adequate security/insurance for Secretariat staff, assets and premises and for WCPFC meetings in Pohnpei.

**4. Liaison**

- Build and maintain relationships with Commission Members and contribute to the ongoing enhancement of liaison processes with Members;
- Establish and maintain partnerships or networks with relevant external stakeholders and service delivery providers for the purposes of maximizing value for the Commission;
- Serve as an advocate for and represent the Commission and/or Commission Members at high level regional and international meetings;
- Contribute to the overall management of the Commission's Secretariat; and
- Any other duties as required by the Executive Director.

**Qualifications and Experience**

***Essential:***

- A business or corporate management tertiary qualification. (A post-graduate degree would be an advantage);
- Five (5) years professional experience at a senior level in an inter-governmental agency with large operational budgets.
- Extensive experience in project, financial, and personnel management.
- Leadership qualities with proven ability to guide and motivate a large multicultural, multi-disciplinary team of Finance and Administration staff; and having good strategic and staff performance management experience and skills.
- Excellent communication, marketing and public relations skills;
- Experience in managing, supporting, or implementing personnel management programmes.

***Desirable***

- Demonstrated senior level finance and administration responsibilities.
- Experience with Risk Management approaches and strategies.
- Experience with staff capacity development approaches.